

## **Faculty Handbook Advisory Committee Bylaws**

Adopted \_\_\_\_\_

### **The Purpose of the Faculty Handbook Advisory Committee**

The purpose of the Faculty Handbook Advisory Committee is to coordinate the amendment process for the Columbus State University Faculty Handbook to ensure the document is consistent with USG policy and is an active part of the shared governance process.

The responsibilities of the **Faculty Handbook Advisory Committee** are to:

1. Review proposals and requests for amendments to the Faculty Handbook and making recommendations to the Faculty Senate.
2. Conduct an annual review of the Faculty Handbook and initiate necessary amendments.

### **The Composition of the Committee**

The Faculty Handbook Advisory Committee shall be composed of the following:

1. Two faculty representatives from each academic college.
2. One representative from the Library
3. The Associate Provost for Academic Affairs as an ex-officio member

Faculty members on the committee will serve a term of two years, not more than three consecutive terms.

Selections for Faculty Senate Committees are made by the Committee on Committees on the basis of the faculty member's prioritization of interest in Faculty Senate Committees.

### **Member Engagement**

When notified of Faculty Senate Committee membership, the faculty member should promptly accept or decline the invitation to serve in order to facilitate population of the committee. Upon acceptance of membership, each faculty member is expected to be an engaged part of the committee.

Proposed Language: The Faculty Handbook Advisory Committee requires a quorum of 50% +1 of

~~The board and representatives of the Faculty Senate. A simple majority of all members of the~~

The Executive Officer will, in turn, draft a letter in conference with the Chair of the Committee on Committees and the Committee chair to the faculty member's Department Chair, Dean, and the Provost to notify them of the faculty member's lapse in service to the university and Faculty Senate.

### **Committee Officers**

The Committee Officers for the Faculty Handbook Advisory Committee are as follows:

Chair – Dan Van Kley

Co-Chair Laurence Marsh

Secretary – Paul Hostetter

Subcommittee Chairs will be appointed for specific tasks as determined by the full committee

### **Calendar and Visitors**

The Faculty Handbook Advisory Committee will meet on a regular basis (preferably on a monthly basis). The committee will set a schedule to solicit, review, and make recommendations on changes to the Faculty Handbook. Changes will be solicited in the Fall semester of the academic year. The committee will review and make comment on the proposed changes. The proposed changes will be presented for ratification by the Faculty Senate by the end of the Spring semester of the academic year.

The annual schedule for the Faculty Handbook Advisory Committee activities are as follows:

At the beginning of the Fall Semester, the Committee will open a portal for receipt of proposed changes to the Faculty Handbook for use by members of the Faculty

Deadline for receipt of proposals from members of the faculty: The first Friday in November

Deadline for recommendations from the Committee to Faculty Senate: The third Friday in February

Date of execution of amendments: The fourth Friday in April

Additional meetings may be called at the discretion of the chair to consider urgent items raised in Faculty Senate or brought to the attention of the Faculty Senate Executive Committee. The chair may, when necessary, call for an email vote. The dates, times, and locations of meetings should be provided via email with two weeks' notice.





required reporting date. If for any reason the Committee Chair cannot provide a written report on customary committee business, they must notify the Faculty Senate Secretary one full week prior to the requested report date before the Faculty Senate.

On matters of proposed policy review and emergency business, the Committee Chair must report at the Faculty Senate meeting following the charge, and therefore, must perform review and provide a report to

The Faculty Senate Secretary will hold each committee report as part of the monthly meeting record, and it will be housed as part of the Faculty Senate's monthly business. During the academic year, these will be posted on the Faculty Senate website.